

# DEVELOPING INDIVIDUAL TRAINING PLANS

**Ask Employee the following questions when developing their training plan:**



- How do you view your job fitting into the overall mission of the unit? The organization?
- In what areas do you think you need further training and/or experience?
- How can we make better use of your skills and abilities?
- What part of your job interests you the most? Why?
- What part of your job interests you the least? Why?
- What changes can I make as a supervisor that would help you improve performance?
- What are your ambitions and goals for the next 5 years? What do you think you need to do to prepare yourself?
- What is a specific objective that you would like to accomplish within the next 3-6 months? How could I help you?